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MEMORANDUM FOR: Chief, Records Management Staff

14 July 1961

FROM : Records Analyst

SUBJECT : SRD Survey Findings Bearing on Automatic Data
Processing Installations

1. In direct reply to the five questions posed by the Automatic Data Processing Research Staff memo of 27 March 1961, I have assembled the attached information from the material gathered during my 30-day Survey in Security Records Division, (SRD).

2. The attached information is arranged so that each ADP question is followed by a few paragraphs of explanation supported by the following attachments:

QUESTION 1: PURPOSE OF SRD

- Tab A - Statement on SRD by DD/IOS
- B - Analysis of Statement
- C - Summary of SRD Operations
- D - Headquarters Regulation
- E - Regulations on Security Clearances and Files
- F - DDP Instructions on Clearances
- G - Security Directives on SRD

QUESTION 2: TABLE OF ORGANIZATION

- Tab H - Organization Chart - Office of Security
- I - SRD Floor Plan (Present)
- J - SRD Floor Plan (Future)
- K - List of SRD Personnel
- L - SRD and PSD Officials Using Files

QUESTION 3: KIND AND VOLUME OF DATA AND ITS FLOW

- Tab M - Contents of File Folders
- N - Forms Used to Process Data
- O - Types of Requests Received
- P - Annual Report of Cases and Cards Processed
- Q - Weekly Handling of SRD Files
- R - Grades of Priorities in Case Processing
- S - Work-flow charts, Summary
- T - Work-flow charts, Detail

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QUESTION 4: FILES

- Tab U - Major Groups of SRD Files
- V - Inventory of Miscellaneous Files
- W - SRD Retired, Inactive Records
- X - Policy and Procedures on Index Cards
- Y - Index Card File Size and Activity

QUESTION 5: SERVICES

- Tab Z - Form Letters Used

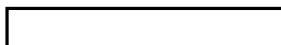
3. My Survey was quite brief and did not go outside the Division being studied. SRD activities are intimately related to several other Divisions in and outside the Office of Security. That relationship should have a similar-type procedures analysis before any extensive changes are proposed.

4. The majority of changes resulting from this Survey were procedural and only a small percentage required equipment considerations. Future automation and mechanization prospects for SRD were kept in mind while developing the recommendations for procedure consolidations or eliminations as well as on purchases of new records keeping equipment and supplies.

5. Naturally, my fact finding and workpapers include more material than is included in these attachments or in the final report and I will be pleased to assist in any future studies of this area.

Attachments:

As listed in Paragraph 2.



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RECORDS MANAGEMENT PROGRAM

SURVEY REPORT OF THE

INFORMATION ON

SECURITY RECORDS DIVISION

BEARING ON ADP INSTALLATIONS

for Security Records

PREPARED BY

Records Management Staff

14 July, 1961

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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>Joe:</p> <p>Attached is <div></div> reply to <div></div> <div></div> requesting information on the Security Records Division.</p> <p>Vince's brief transmittal at the front of the report explains his many attachments which I'm sure will be very useful during any future study of SRD for ADP or mechanization installations.</p> <p>A copy of this compilation of information will be sent to Col. Edwards for use in his SRD.</p> <p>Vince spoke with <div></div> sometime ago about his Survey findings, however, please call if we can assist.</p>			
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